

CITY OF RIVERSIDE

83258326(NC)01/10/07

Created

HUMAN RESOURCES DEPARTMENT

CLASSIFICATION SPECIFICATION

**TITLE: ASSISTANT FINANCE DIRECTOR
ASSISTANT FINANCE DIRECTOR (NON-CLASSIFIED)***

DEFINITION

Under general direction of the Finance Director, to plan, organize, supervise, and participate in the collection, custody, investment and disbursement of City funds; to enforce municipal business tax code provisions; to provide contract administration support and oversight for the Information Technology contract; and to perform other related duties as required. *Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: Finance Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. Exercises general supervision over professional, para-professional, technical, and administrative support staff, as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies and priorities.
- Assist in financial planning activities as related to investment analysis, sources and uses of funds, risk management, and extensive budget planning and forecasting.
- Supervise the annual update of cost of services and internal cost allocation of support department costs.
- Coordinate revenue related activities with other City departments, divisions, and sections and with outside agencies and develop procedures with these departments to assure safe and complete processing of all revenue items.
- Supervise and participate in the preparation of a variety of financial statements and reports.
- Supervise the administration of the miscellaneous collections and accounts receivable program, the assessment billing and record keeping activities, the parking permit records and auditing of daily cash receipt documents and reports, and the disposition, maintenance, and accounting of bonds and coupons.
- Supervise the receipt and accounting of business tax files and records; supervise the processing of applications for a variety of business taxes and the inspection of business premises for business tax violations and verification.
- Supervise parking citation program.
- Supervise, train, and evaluate office and field personnel.
- Supervise the enforcement and administration of the City ordinance with regard to closeout sales, auctions, bingo, and burglar alarms.
- Administer the Utility User Tax refund program.

- Manage IFAS (Integrated Fund Accounting System) support team and implementation of IFAS upgrades and additional modules.
- Contract Management responsibilities for contracted information technology services with ACS (Affiliated Computer Services), including review and approval of Supplemental Services Agreement (SSA's), preparation and monitoring of monthly contract payments, contract evaluation and assessment and technology strategic planning.

QUALIFICATIONS

Knowledge of:

- Investments as related to fixed income analysis, cash management, economic and market data analysis, trading, broker-relations and risk management.
- Accounting, banking and financial record keeping and reporting principles and procedures.
- Modern office practices and standard office and accounting equipment.
- Principles and practices of organization, administration, budget and personnel management.

Ability to:

- Actively manage all aspects of a large investment portfolio.
- Prepare and monitor investment performance and accounting documentation pertaining to various investment classifications.
- Develop and maintain cash flow projections from investment portfolio.
- Prepare a variety of financial statements, reports, and analyses.
- Examine and verify financial documents and reports.
- Understand and interpret laws, rules, and regulations.
- Communicate clearly and concisely, orally and in writing.
- Supervise, train and evaluate subordinate personnel.
- Deal with the public sector providing reasonable solution to conflicts.
- Supervise a miscellaneous collections program.
- Operate personal computer as related to job functions.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business, public administration, finance, or a closely related field.

Experience: Four years of professional experience in treasury, accounting, investment banking, or finance, including experience in cash and investment management and one year in a supervisory capacity.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Assistant Finance Director

TO: Finance Director